

**CITY OF MOUNTAIN VIEW
COMMUNITY SERVICES DEPARTMENT
NORTH BAYSHORE ROADWAY
LANDSCAPE MAINTENANCE
SPECIFICATIONS**

General Information

Scope

The work includes furnishing supervision, labor, materials and supplies, equipment and tools to perform Park/Roadway landscape maintenance services within the boundaries of the North Bay Shoreline. This work area includes areas on Shoreline Boulevard, Charleston Road, Crittenden Parking Lot, Crittenden Lane, Amphitheatre Parkway, Garcia Road and Rengstorff over pass (Attachment No. 1). The work shall consist of trimming/pruning of trees and shrubs, mowing of ground cover, fertilizing, pest control (including rodents), trash and debris pick-up, weed control, blowing or sweeping of hard-surface areas and maintenance of irrigation systems. This excludes repair of controllers, main lines, materials, NSC system and electrical repairs and hand-watering when necessary to maintain vegetation in a healthy condition.

Work Schedule

All work shall be performed between the hours of 6 a.m. to 4 p.m., Monday through Friday unless otherwise directed by the Roadway Landscape Supervisor. Work is to be conducted in a professional manner that is not disruptive to park visitors or events within Shoreline.

Lane Closure Requirements

Landscape maintenance services conducted in the roadway center medians must be performed in a safe manner. This is for the benefit and safety of the contractor and the vehicles sharing the road. The contractor will be required to perform traffic diverting lane closures prior to beginning any trimming operations in the center median. Litter pickup will not require a lane closure.

All lane closure activities must comply with the Caltrans "WATCH" handbook guidelines. This would include but not be limited to the following:

- Lane closures must include three 48 inch advanced warning signs
- Cone spacing (24 inch high cones) and taper length must comply with the speed limit chart posted in the handbook.
- A directional arrow board will be included in all lane closures.

- All workers will wear high visibility (lime green) vests when working in the roadway.

Shoreline Boulevard and Rengstorff Avenue are the main arterials leading into the North Bayshore area. Both roads experience a definite commute pattern in the morning and afternoon. Lane closures must not interfere with commute hour traffic patterns. Lunch time also presents a problem with traffic flow and every effort should be made to complete maintenance operations before that hour.

All lane closures must be called into Mountain View 3 at (650) 903-6329. They will contact Police and Fire to inform them. The lead person must supply Mtn.View 3 with the following information.

- Which road the work is being performed on.
- The direction of travel of the lane closure.
- Provide the cross streets at each end of the lane closure for reference.
- How long the lane will be closed.
- Will the closed lane be open to emergency vehicles.

When the work is completed and the lane closure removed, Mountain View 3 must be called again and informed the road is open to all through traffic.

The contractor must complete a traffic control plan each time a lane closure is performed. This form will be provided to the contractor by the City. The form identifies the work area and provides a drawing of the setup. Completed traffic control plans will be collected at each monthly meeting.

**NORTH BAYSHORE ROADWAY
LANDSCAPE MAINTENANCE
SPECIFICATIONS
ATTACHMENT NO 1**

PO#	DESCRIPTION	INDEX	LOCATION #
Shoreline Blvd Medians & Overpass	North Bayshore Roadway Landscape	233049-55490	#2
Charleston Road Medians	North Bayshore Roadway Landscape	233049-55490	#3
Crittenden Parking Lot	North Bayshore Roadway Landscape	233049-55490	#4
Crittenden Lane Medians	North Bayshore Roadway Landsc	233049-55490	#5
Garcia Avenue (slope)	North Bayshore Roadway Landscape	233049-55490	#6
Rengstorff Ave. medians & Overpass	North Bayshore Roadway Landscape	233049-55490	#7
Fire Station No.5	North Bayshore Roadway Landscape	233049-55490	#8
Shoreline Gatehouse	North Bayshore Roadway Landscape	233049-55490	#9
Charleston roadside areas (Associated with Charleston Park)	Parking strip and back of sidewalk	233049-55490	#10
Amphitheatre Turf and Median	North Bayshore Roadway Landscape	233049-55490	#11
Vista Slope Landscape	North Bayshore Roadway Landscape	233049-55490	#12

**CITY OF MOUNTAIN VIEW
COMMUNITY SERVICES DEPARTMENT
NORTH BAY SHORE
ROADWAY LANDSCAPE MAINTENANCE SPECIFICATIONS
REQUEST FOR PROPOSALS**

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Introduction

The City of Mountain View (City) is seeking a professional landscape maintenance company experienced in commercial, research and development and park and public streetscape landscape maintenance to maintain the City's newly constructed roadway streetscape and parking lot landscape in the North Bay Shore. The work will be phased in two parts: Phase No.1 – Newly constructed streetscapes. Phase No. 2 – Existing older streetscape medians. Phase 2 is contingent on City Council approval of funding in July 2000. The newly constructed areas are due to be taken over by the City in April, 2000.

General Information

Scope

The work includes furnishing supervision, labor, material and supplies, equipment and tools to perform landscape and water feature maintenance for the City. Contractor shall be fully responsible for maintaining a healthy and attractive landscape and water feature that is consistent with the intended design and meets the conditions of these specifications.

Beyond Scope

City may require installation or replacement of trees, plants and/or turf and may require repair and or modification of the irrigation system or other site changes associated with landscaping and water feature. For such services beyond the Scope contained in these specifications, contractor will be compensated as per Section 4.12 (Additional Services).

Location

The landscape areas including Crittenden Parking Lot are located along Charleston Road, Shoreline Boulevard, Amphitheater Parkway, Garcia Road and Rengstorff Boulevard in the North Bay Shore area. Maps will be available at pre bid meeting.

Information Consultations

City may ask contractor to provide recommendations pertaining to and prior to work covered under these specifications.

City Representative

City's contract representative and primary contact person will be announced after award of contract. After award, this person will be contractor's primary contact for all

inspections, reports, information, questions, approval of base payments, additional work, equipment and supplies.

1.0 **Qualifications of Bidders**

Only landscape contractors possessing the following qualifications shall be allowed to attend the preproposal meeting and submit proposals.

- 1.1 Contractors must have a valid California C-27 contractor's license authorized by the State of California.
- 1.2 Contractor must have a staffed business office in either Santa Clara or San Mateo County open for business during normal business days and hours.
- 1.3 Contractor must have as part of their management staff:
 - 1.3.1 A horticulturist with a degree from an accredited college or university and a minimum of five years experience in commercial and or public park maintenance.
 - 1.3.2 At least one employee who is permanently assigned to the North Bay Shore Area must possess a California State Chemical Applicator's License for the control of weeds, plant diseases and pests.
- 1.4 Emergency Response:
 - 1.4.1 Contractor must be able to respond to all urgent and emergency service requests within two (2) hours of notification, twenty-four (24) hours per day, seven (7) days per week.
 - 1.4.2 Contractor shall supply office, pager and home phone numbers of at least three (3) employees responsible for 24-hour response call-outs for landscaping and water feature emergencies. These numbers must be provided to City representatives and updated within forty-eight (48) hours as changes occur.
 - 1.4.3 Contractors shall provide City with their proposal a list of municipal and/or commercial accounts (sites) that contractor is currently providing landscape maintenance service that are similar in service level as City's park and roadway landscaping.

2.0 Specifications and Conditions For Landscape Maintenance Services

2.1 General Provisions:

2.2 The City's roadway landscaping is consistent in design with the Work Schedule:

Contractor's normal work shall be performed during daylight hours, Monday through Friday (except holidays). All work is to be conducted in a professional manner that is not disruptive to visitors or events in the park. Contractor will provide City a full-year schedule of all daily, weekly, biweekly, monthly, quarterly, semi-annual and annual services, giving specific days and dates. Any nonemergency work that may be deemed hazardous or disruptive (i.e., chemical spraying, tree pruning, etc.) will be scheduled at least two (2) weeks in advance with the City's representative. For emergency work, contractor must obtain written approval from City's representative prior to commencing work.

2.2.1 City reserves the right to change schedules for special events, conflicts with adjacent property owners/tenants within five (5) working days advance notice.

2.3 Holidays:

The following eleven (11) days are City holidays on which the contractor shall not need to provide service:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day After Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Day After Christmas Day
Labor Day	

2.4 Supplies and Equipment:

2.4.1 Unless stated, it is the intent of these terms, conditions and specifications that the contractor furnish and keep in good working order all necessary tools, equipment and supplies such as, but not limited to, mowers, trucks, edgers, aerators, seeders, fertilizer, herbicides and insecticides, hoses, tools, blowers, etc. Contractor will substitute supplies and/or equipment at the request of the City representative.

- 2.4.2.1 Contractor shall remain in compliance with the City's Non-Point Discharge Ordinance at all times.
- 2.4.3 Contractor's trucks and major equipment must have contractor's name and/or logo displayed on doors or side panels.
- 2.4.4 City and/or other contractors shall provide the following materials, supplies and/or service:
 - 2.4.4.1 On-site garbage and trash dumpster and pickup. Dumpster provided by City is for the sole purpose of depositing public trash and debris accumulated at park site. Disposal of leaves, grass clippings, tree trimmings and other "yard waste" must be removed and disposed of by contractor at their expense.
 - 2.4.4.2 Lights and electrical systems maintenance. (Contractor is responsible for low voltage irrigation electrical system.)
 - 2.4.4.3 Replacement of damaged, vandalized and/or stolen benches, trash receptacles, drinking fountains and other special features.
 - 2.4.4.4 Electrical and water utility costs and services.
 - 2.4.4.5 Janitorial cleaning and maintenance of City's rest room facility (interior and exterior).
 - 2.4.4.6 Signs, signposts and mounting hardware. The contractor is responsible for cleaning signs, signposts and hardware.
- 2.5 Contractor's Personnel:
 - 2.5.1 Contractor shall provide sufficient qualified (minimum one (1) year of experience) and trained personnel capable of meeting these terms, conditions and specifications.
 - 2.5.2 Contractor shall provide a list including all contractor's and subcontractor's employees assigned to work site. List shall include name, address, Social Security number and driver's license number

and include work schedule and assignment. Contractor must update list within 48 hours of any change.

City will provide contractor with emergency numbers for City's representative and emergency personnel. All contractor's employees assigned to City's park must demonstrate they are United States citizens or have a legal right to work in the United States.

- 2.5.3 The contractor will assign a qualified trained supervisor to oversee work performed at the work site and act as the contractor's liaison with the City representative. This supervisor must inspect the park daily (Monday through Friday) except holidays (Section 2.3) and provide direction to the contractor's workers and/or subcontractors. This supervisor shall speak, write, read and understand English and be capable of writing schedules, monthly reports noting any deficiency that needs correcting and major projects for the coming month and have at least three (3) years of commercial or municipal park maintenance supervision experience.
- 2.5.4 The contractor shall provide an ongoing documented training program for all contractor's employees performing work at City's work site. Training program will include, but not be limited to, understanding of City's maintenance contract, quality standards, task definitions, IPP plans, M.S.D.S. sheets, Cal-OSHA regulations and all other safety regulations as required.
- 2.5.5 Contractor and subcontractor shall provide uniforms (pants and shirts) to all its employees with company's and employee's name embroidered above shirt pocket on left chest area. Contractor's employee shall present a neat and clean appearance at all times. All employees must wear an orange / yellow safety vest while working in the right-of-way areas.
- 2.5.6 Since contractor and subcontractor employees will be performing work in a public park, employees shall relate to the public in a courteous and professional manner.
- 2.6 Subcontracting:
 - 2.6.1 A portion of the work covered by these specifications such as irrigation low voltage wiring can be subcontracted with prior approval of the City; however, contractor must develop procedures specifying how it will manage the subcontractor and maintain

quality work and results through the subcontractor. Lists of subcontractors with their qualifications needs to be submitted to the City thirty (30) days before their intended use. All subcontractors assigned to City's park must demonstrate they are United States citizens or have a legal right to work in the United States.

2.7 Reporting and Inspections:

2.7.1 Status Reports:

A written report is to be given to the City representative daily if and when unusual circumstances arise, suspicious people are observed, lighting inoperable, major irrigation breaks, safety hazards, etc. For emergencies and safety hazards, the City representative is to be called immediately or Mountain View Communications for City's duty person (650/903-6395).

2.7.2 The Contractor's supervisor and the City's representative will meet no less than once per month to review the work site to ensure compliance with the contract specifications and standards. At this meeting, the contractor's supervisor shall submit a monthly written report listing major accomplishments for the previous month, notable problems, schedule changes, and goals and deadlines for the coming month. These meetings shall be documented by the City's representative.

2.7.3 The City representative shall report any maintenance discrepancies to the contractor. Contractor shall correct any discrepancies at contractor's cost within five (5) business days of written notification.

2.7.4 Unusual horticultural problems such as pests, disease and damages that are beyond the scope of the contractor's responsibility shall be brought to the attention of the City representative.

2.7.5 Required reports include:

2.7.5.1 Unless stated differently within these specifications, all monthly reports must be submitted with each monthly invoice to the City's representative.

2.7.5.2 A Chemical Work Report shall be completed for each chemical application. Failure to submit reports may delay City's payment to contractor. The contractor is responsible

for submitting chemical usage reports to the County Agricultural Department. Copies are to be sent to the City's representative as part of the contractor's monthly report.

2.7.5.3 Contractor will provide the City representative with a monthly report of recycled debris including amount of debris and recycling location.

2.7.5.4 Contractor will maintain a chart of monthly water usage which will be presented to the City representative.

2.8 Work Performance:

The contractor will adhere to the highest quality standards of the landscape and water feature maintenance profession. The specifications and standards shall be met by the contractor at all times regardless of contractor's employees' absence or established staffing pattern and levels.

2.9 Emergency Work:

This agreement shall cover routine work as specified herein. Requested work shall be defined as any work beyond the general routine landscape and plaza water feature maintenance work outlined in this agreement. Emergency work shall require a shortened response time of between two (2) and four (4) hours, depending on the nature of said work. The contractor and/or their subcontractors shall have sufficient labor, materials and call-out procedures to assure that staffing is available to allow unplanned emergency repairs or maintenance. City of Mountain View will work closely with the contractor to develop a specific procedure required to react to landscape maintenance emergencies.

3.0 Work Site Landscape Inventory (Numbers Are Approximate)

3.1 New Landscape Areas

3.1.1 Landscape Inventory:

• Turf	169,000 square feet
• Ground Cover	47,000 square feet
• Shrubs	14,300 square feet
• Trees	300 each
• Hard Surfaces (pathways, plaza)	51,000 square feet
• Parking Area	7,000 square feet

3.2 Existing Areas

Roadside Landscaping Area (Charleston Road, Shoreline Boulevard, Amphitheater Parkway, Rengstorff Overpass, Shoreline Overpass, Landings Avenue and Garcia Road)

3.2.1 Landscape Inventory:

- | | |
|----------------|--------------------|
| • Turf | 70,000 square feet |
| • Ground Cover | 2,000 square feet |
| • Shrubs | 1,400 square feet |
| • Trees | 200 each |
| • Sidewalks | 13,000 square feet |

4.0 Landscape Task Specifications

4.1 Materials:

4.1.1 Chemicals:

- 4.1.1.1 The City reserves the right to reject any chemicals contractor and/or their subcontractor proposes to use, prior to or during actual use. Material Safety Data Sheets (M.S.D.S.) shall be provided to the City at least one week before hand and in the applicator's possession at the time of application.
- 4.1.1.2 Materials shall be nonstaining, noncorrosive and shall not leave a flammable residue.
- 4.1.1.3 Contractor shall not use pesticides in Category I (no chemicals with LD50 levels lower than 500 mg/kg). These would include, but not be limited to, several organophosphate and carbonate possessing high mammalian toxicity due to their intense anticholinesterase activity.

4.1.2 Organic Soil Amendment:

- 4.1.2.1 Contractor will use only commercially available organic soil amendment of ground wood product that is nitrogen

stabilized; i.e., bark or sawdust. No shredded redwood bark shall be used since it becomes hydrophilic.

4.1.3 Fertilizer:

4.1.3.1 Only commercial fertilizer containing ten percent (10%) or more nitrogen (N), available phosphoric acid (P_2O_5) or eight percent (8%) soluble potash (K_2O), singly or collectively may be used.

4.1.3.2 A "complete fertilizer" shall have at least seventy-five percent (75%) of its nitrogen source supplied by a slow-release form, such as urea formaldehyde or IBDN as well as containing iron, zinc and manganese trace elements.

4.1.4 Mulches

4.1.4.1 Wood chip mulch shall consist of wood chips produced from clean wood and will be compatible with what is presently at the park site. Chips produced from tree trimmings that contain leaves or small twigs is not considered acceptable.

4.1.4.2 Aggregate mulch shall be clean, smooth river rock obtained from a single source. Every attempt shall be made to match the existing aggregate mulch at the park site unless City representative provides or approves a different specification.

4.1.4.3 Topsoil shall be a fertile, friable soil of natural loamy character that is capable of supporting healthy plant growth.

4.1.4.4 Container media shall be composed of fifty percent (50%) sandy loam, thirty percent (30%) 0-1/4" volcanic rock and twenty percent (20%) 0-1/2" treated fir bark.

4.1.5 Tree Related Material

4.1.5.1 Tree stakes shall be of treated lodgepole pine.

4.1.5.2 Tree ties shall be extruded vinyl base, 1" wide and a minimum of 0.01" thick.

4.2 Mowing and Edging:

- 4.2.1 The turf shall be mowed and edged at regular intervals during its growing season in order to maintain a neat appearance and healthy growth. The clippings will be promptly removed and disposed of at contractor's expense unless they will dry and drop beneath the growing level of the turf within 24 hours. If weather conditions do not permit regular mowing, longer intervals may be observed. Contractor will never mow turf when it is in a wet, saturated condition that would cause rutting, tearing or sliding on the turf surface or when it could be unsafe for contractor's employees or others to operate equipment. Turf height shall not exceed three inches (3") and no more than thirty percent (30%) of the turf height shall be removed in one (1) mowing.
- 4.2.2 Turf will be kept at a uniform height that is recommended for that particular type of turf grass. Contractor will maintain sharp blades on all mowers.
- 4.2.3 Turf will be cut with the size of equipment which will give a neat appearance without rutting, sliding over or scalping the turf. This will be strictly adhered to, including cases of steep turf slopes.
- 4.2.4 Mowing patterns will be changed weekly or however often necessary to avoid rutting.
- 4.2.5 Contractor's employees shall take care to avoid obstructions such as trees, electrical boxes, signage, buildings, vehicles, etc. Contractor shall be responsible for repair of damage caused by its mowing or other activities. Any trees which have more than fifty percent (50%) of the trunk tissue removed in a given three inch (3") area of trunk by weed whips or mowers shall be considered destroyed and shall be replaced at contractor's expense with like species and size.
- 4.2.6 All turf adjacent to paved surfaces shall be edged on a vertical plane with each mowing.
- 4.2.7 A stringtrimmer shall be used to trim around obstructions in the turf, such as valve boxes, headerboards, etc., on a regular basis to obtain a crisp look.
- 4.2.8 Trees, buildings, signs and all other obstruction not on the plane of the turf shall have a buffer zone maintenance to the bare soil. Such

tree basins shall be twenty-four inches (24") in diameter, all other buffer zones shall be four inches (4") wide. The edges of these buffer zones shall be kept neatly trimmed on a regular basis with a stringtrimmer.

4.3 Aerating and Dethatching:

- 4.3.1 Aeration – All turf areas should be aerated a minimum of twice annually. This service will be provided one time in the spring and one time in the fall.

Equipment to perform this task shall be either a vertically-operated aerator with hollow tines or a slicer-type aerator. Soil depth affected by aeration shall be a minimum of two inches (2").

- 4.3.2 Dethatching – When thatch in the turf areas accumulates to a minimum of one-half inch (1/2"), the thatch is to be removed by means of a mechanical rake or other similar device to promote proper turf growth. The debris remaining on the turf as a result of dethatching is to be removed by sweeping the turf with a turf sweeper. Dethatching should not occur more than once annually.

4.4 Ground Covers:

- 4.4.1 Ground covers shall be mowed only between February 15 and April 1. Mowing of entire stand shall always be accompanied by fertilizing which is watered in. Edging shall be done to present a neat appearance.

- 4.4.2 Ground covers shall be trimmed on a regular basis. A six inch (6") buffer zone shall be maintained around all obstacles and edges with the exception of shrubs and trees which will have a twenty-four inch (24") basin. Under no circumstances, unless to show a special effect such as cascading over a wall, shall the ground cover be allowed to grow against a building surface, curb, sidewalk or other obstacle.

- 4.4.3 All ground covers shall be kept free of weeds, trash and debris. Planted areas may be sprayed and/or manually weeded.

4.5 Shrubs:

- 4.5.1 All shrubs shall be pruned in such a way as to retain as much of the natural characteristics of the plant as possible. If the plant makes up

a formal hedge, they will be trimmed on a regular basis. Pruning will be done as required by safety and size requirements along with appearance. Pruning and trimming shall be done as required to prevent growth over or through curbs, sidewalks, walls, fences, parking areas and other structures. Shearing of shrubs shall only be done to formal hedges.

4.5.2 Flowering shrubs will be pruned after flowering cycle is complete and in such a way as to promote flowering.

4.5.3 Broken and dead branches will be removed immediately as will prunings. Disposal shall be at contractor's expense.

4.6 Irrigation:

4.6.1 Contractor shall maintain good water management practices while irrigating to maintain vigorous and healthy plant and turf growth. Monthly water usage charts must be presented to the City's representative.

4.6.2 Watering methodology shall be deep, infrequent irrigation versus light frequent irrigation. Contractor shall use existing irrigation facilities and furnish any additional material, equipment or water to ensure adequate irrigation. Excessive irrigation and overwatering practices such as water overflowing onto streets is unacceptable.

4.6.3 During periods of restricted water use, all governmental regulations shall be followed. Should modifications of irrigation systems and/or schedules be required to facilitate adherence to these regulations, the contractor shall notify the City's representative of the suggested modifications.

4.6.4 Contractor is responsible for proper adjustment of all components of the irrigation system, from the controllers to the individual sprinkler heads. All irrigation system components shall be semi-annually inspected; i.e., complete system inspection in spring and fall.

4.6.5 Contractor shall maintain automatic and manual irrigation systems in good working order. During summer months, a weekly visual inspection of the irrigation system shall be performed to identify system defects. This includes, but is not limited to, breaks in lines, heads, leaks and washed out, saturated or dry spots. Problems

reported by the City representative to the contractor must be corrected within twenty-four (24) hours of the report.

- 4.6.6 All minor repairs such as nozzle adjustments and repair of broken risers (lateral line and or swing joint to sprinkler head) shall be included in the monthly maintenance cost. The contractor shall be responsible for minor repairs and will not bill these repairs as an Additional Work.
- 4.6.7 Replacement parts for irrigation systems shall be new and of similar or better quality as were initially installed. Unless included under minor repairs, contractor will not purchase any new parts without prior approval by City's representative.
- 4.6.8 Repairs made due to vandalism or faulty components shall be billed as an Additional Work. Other repairs, such as broken valves and broken lines shall also be performed and billed as Additional Work.
- 4.6.9 Controllers shall be set to cycle in duration and frequency to optimize conditions for plant material. Duration of each cycle will be set to minimize water runoff and waste. (Note: Since the City has initiated a water conservation program for all parks, the irrigation system may be operated in conjunction with City's Irrigation Network Services Control via the Parks Division.)
- 4.6.10 Irrigation cycles are to run only between the hours of 9:00 p.m. to 6:00 a.m. A proposed quarterly schedule of watering shall be provided to the City representative one (1) month after award of contract. The frequency and duration shall be set to adequately irrigate plants and turf without causing significant surface runoff or ponding. Contractor shall turn off irrigation system during the wet season and adjust the controller seasonally. Each time the schedule is changed due to seasons or any other reason, a revised schedule shall be provided to the City representative.
- 4.6.11 The contractor shall maintain detailed map (laminated 8 1/2" x 11") showing the location of each valve, its exposure, the type of component, the type of area to be watered (lawn, plants, etc.) and a recommended controller program. This information must be presented to the City representative and updated as changes are made. Initial map shall be presented to City representative within thirty (30) days of contract award and a second map located in the irrigation controller enclosure.

4.6.12 City will supply all necessary water for roadway landscaping at no cost to the contractor. Flow will be limited to capacity of existing facilities. If contractor feels that changes should be made to existing facilities, the suggestion shall be submitted in writing with an estimated cost to the City representative.

4.7 Fertilization

4.7.1 Turf shall be fertilized to keep a healthy green appearance at all times. Fertilization will be performed a minimum of four (4) times per year. Well balanced, short-release fertilizer such as 16-6-8 will be used at eight (8) week intervals during the growing season. High nitrogen fertilizer such as 34-0-0 shall be used during the winter months. The application of slow release nitrogen fertilizers such as 21-M or 34-0-0 will be prohibited during the growing season.

4.7.2 Ground cover shall be fertilized once per year during the growing season with 16-6-8 plus iron.

4.7.3 Fertilizer containing slow-release nitrogen shall be surface applied as conditions warrant to ground cover, shrubs and trees at two (2) to four (4) pounds of nitrogen per 1,000 square feet per manufacturer's recommendations. All top dressing fertilizer shall be watered with at least one inch (1") of water within one (1) hour of application.

4.7.4 Fertilizer shall be applied, as needed, to maintain healthy and vigorous plants. City anticipates that primarily nitrogen will be deficient in soils; however, contractor shall identify and correct other mineral deficiencies that affect plant growth.

4.7.5 Annual flowers will be fertilized with an even balanced fertilizer such as 15-15-15 every two (2) weeks. Flowering is encouraged with regular applications of 0-10-10 as required.

4.7.6 Contractor shall surface apply 13-13-13 to containerized plants following manufacturer's recommendations.

4.7.7 Soil analysis shall be performed when and where necessary and fertilizer and/or other soil amendments added as recommended by the laboratory performing the analysis. Costs for this analysis will be billed to City after receiving prior approval from City representative.

4.8 Trees:

- 4.8.1 All tree pruning activities shall be performed only by trained, experienced personnel. Supervision shall be by a Western Chapter, International Society of Arboriculture Certified Arborist complying with WCISA Pruning Standards or ANSI 300 specifications.
- 4.8.2 All trees shall be pruned to provide pedestrian and vehicular clearance in accordance with Section 4.8.1.
- 4.8.3 Contractor is totally responsible for any subcontractors they engage to do tree pruning or other work within City's park. All subcontractors must be approved in advance by the City representative. Contractor's responsibility regarding subcontractors includes, but is not limited to, the quality of work and appropriate experience, appropriate liability insurance coverage (Section 1.5).
- 4.8.4 Contractor shall stake or guy newly planted or established trees when necessary to protect, anchor or support them. All staking and guys shall be done in a way to avoid tripping hazards. Tree stakes or guys shall be removed promptly once their function has been completed. Guidelines for staking shall be those stated in University of California Extension Publication No. 2576.
- 4.8.5 Tree stakes, ties and guys shall be checked regularly. Ties will be adjusted to prevent girdling and trees shall be encouraged to be freestanding as soon as possible.
- 4.8.6 Small trees shall be pruned and trimmed as required to prevent growth over or through curbs, sidewalks, walls, fences, parking areas and other structures. Pruning shall also be done to maintain good health, train trees for good structure and improve appearance. Tree crowns shall be prudently thinned to reduce wind-throw damage as required. Prunings shall be disposed of by contractor outside of City property.

4.9 Pest and Weed Control:

- 4.9.1 All chemical applications shall be performed by a licensed, trained technician. The contractor must be a licensed Pest Control Operator as required by the State of California, registered in the county where the work takes place, and strictly adhere to all laws, safety or

otherwise in their operation. Contractor shall notify the City representative five (5) days in advance of any chemical applications. The City representative must also have a copy of the current M.S.D.S. for every chemical being applied.

- 4.9.2 As applicable, trees and shrubs shall be sprayed with dormant oil during the late winter. All other applications are done on an as-needed basis.
- 4.9.3 Turf areas shall be sprayed as necessary for broadleaf weed control. Where broadleaf weed encroachment is on a small scale, weeds shall be removed manually.
- 4.9.4 Although pests are not expected to be a major problem with plantings, appropriate action shall be taken if they are causing damage or dramatically lessening the aesthetic quality of the plants. Whenever a nonchemical appropriate treatment for a pest is available, its use shall be given preference over chemical treatment. Contractor shall provide timely recommendations for remedies to any chronic pest problems.
- 4.9.5 All service areas, sidewalks, plaza and hardscape areas are to be kept weed free. Nonselective herbicides may be used in these areas. Chemicals which leave an injurious residue or move considerable distances in the soil or injure desirable plants shall not be used in or near planted areas. A two foot (2') square bare area shall be maintained around tree trunks of trees growing in turf. No chemicals shall be allowed to strike the trunk or woody roots of a tree.
- 4.9.6 Weeds taller or broader than four inches (4") in the planted area shall be mowed, hoed or hand-pulled.
- 4.9.7 Small weeds may be controlled by applying a foliage-applied or soil-applied herbicide before the weeds exceed four inches (4") in height. Dead weeds that are unsightly shall be removed.
- 4.9.8 Existing mulched areas shall be maintained to provide weed control and visual enhancement of the landscape.

4.10 Debris Removal and Cleanup:

- 4.10.1 Contractor is responsible for cleanup of all debris, trimmings, clippings, etc., resulting from maintenance operations.
- 4.10.2 All paper and trash within the park and temporary parking area shall be removed daily and shall be disposed of in the dumpsters provided by City. Remove excessive amounts of leaf and litter (dead twigs, branches, leaves, bark, etc.) as it accumulates in maintained areas. Tree wells in hardscape areas shall be kept free of litter. Leaves and other organic material useful as a mulch may be left in place upon prior approval of the City's representative.
- 4.10.3 Contractor shall keep all landscaped areas, walkways, building entries and exits free from trash and debris. If there is a large and continual amount of trash, the contractor shall report it to the City representative immediately.
- 4.10.4 Blowing of sidewalks, curbs and entrances and temporary parking area will be done weekly. In cases where blowing is insufficient to cleanup after the contractor's operations, it will be washed down with a hose or swept. Cleanups may be required more often than weekly during some seasons.

4.11 Surface Cleaning:

- 4.11.1 Sweeping, cleaning and washing of surfaces other than the plaza area shall be done at a frequency that prevents an accumulation of sand, dirt, leaves and other debris that distracts from the visual image of the area or creates a safety hazard.
- 4.11.2 After notification, graffiti shall be removed within two (2) days by steam cleaning or appropriate method that will not change the appearance of the original surface or its texture. Frequently, graffiti areas may require coating surfaces with graffiti sealer after approval from the City. (All graffiti removal shall be considered additional work outside of base contract.)
- 4.11.3 Vandalism Reports – Contractor shall report vandalism to the Police Department and clean up as soon as possible if damage is covered under these specifications. If damage is not covered, contractor is to barricade damaged area and call the City's representative.

4.11.4 Shopping Carts – Contractor shall return all shopping carts to a designated area within the Municipal Operations Center, 231 North Whisman Road, during normal working hours.

4.12 Additional Work:

4.12.1 Unscheduled maintenance work that would be billable above and beyond the monthly fixed price shall be performed only with the prior written approval of the City representative. The City reserves the right to competitively bid anything beyond the monthly scope or use the time and material rates quoted in contractor's proposal.

4.12.2 It is contractor's responsibility to advise City of problems and needed upgrades to keep the landscape in a safe, functional, healthy and attractive condition at all times. Contractor shall issue Additional Work estimates to the City representative.